**College of Agriculture and Life Sciences**

**Agreement for use of Professional Activity Leave for External Activities**

**(September, 2016)**

**Name:** Click here to enter text.

**Title:** Click here to enter text.

**Department**: Click here to enter text.

**Date:** Click here to enter text.

As defined by the [Conflicts of Interest and Commitment Policy](http://policy.iastate.edu/policy/conflict) of Iowa State University and the [Procedures, Applications, and Guidance Document](http://www.provost.iastate.edu/sites/default/files/uploads/faculty%20resources/policies/PAG-COIC%202016-01-01.pdf),

“With prior approval, faculty and professional and scientific (P&S) employees *may be permitted* (not as an entitlement) up to nine (9) days of paid Professional Activity Leave per academic term (i.e., fall, spring, summer) when the following conditions are met:

* Conducting the activity will advance the skills and abilities of the employee, with resultant benefit to the employing unit;
* The employee has made adequate arrangements to cover ongoing university responsibilities;
* The activity does not interfere or compete with ongoing activities and responsibilities of the university; and
* The activity will not otherwise be detrimental to the employing unit or university.”

**Description of the proposed external activity or activities:**

Click here to enter text.

**Rationale for using Professional Activity Leave (please address items 1-4 above):**

Click here to enter text.

**Estimated number of days of professional activity leave that will be needed:**

Please note that these estimates may be updated and additional requests made throughout the year, not to exceed a total of nine days per semester.

* Spring [insert year]: Click here to enter text.
* Summer [insert year] (for months in which summer salary is paid by ISU): Click here to enter text.
* Fall [insert year]: Click here to enter text.

**Expert Witnesses**

ISU employees are prohibited from serving as expert witness against the interest of the state by the [Government Ethics and Lobbying Act](http://www.iowa.gov/ethics/legal/68bcontent.htm) (e.g. providing expert witness services for criminal defense purposes in the state of Iowa).

**Conditions of Agreement:**

(Use this section to list any limitations on Professional Activity Leave not already listed above or any special conditions that must be met before Professional Activity Leave may be taken.)

Click here to enter text.

**Acknowledged:**

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Employee Name Date

**Approved:**

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Name, Department Chair Date